



4/71-11  
STATE  
OF  
GEORGIA

10 Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		Date Received		Application No.		Date Complete	
2. Agency Application No.				MAR 9 1976		76-74		MAR 15 1976	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division 959 E. Confederate Avenue Atlanta, Georgia 30316				4. Person to Contact Joan Rountree					
				5. Working Title Stenographer		6. Tel. No. 6082			
7. ACTION REQUESTED									
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED									
8. Earliest & Latest Dates of Series 71-Present			9. Exact Series Title Uniform Division Commanding Officer's and Adjutant General's Subject File						
10. What is the function of the office in which this record series is created?									
<p>The Uniform Division is responsible for patrolling streets and highways to insure the safety of lives and property; investigating motor vehicle accidents and computing related statistics; licensing citizens to operate motor vehicles and suspending and revoking licenses; and supervising the motor vehicle inspection program and distributing motor vehicle inspection stickers and other related documents. The Division renders assistance in the event of civil disorders or natural disasters and provides Executive security.</p>									

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: areas of responsibilities of the Commanding Officer, Adjutant and their staff.

Included are: internal memos to and from all division and sections of the Department including 45 patrol post, speech file, studies and investigations prepared by the Commanding Officer, Adjutant and their staff such as school bus and train accident at Aragon, Ga. and assaults on troopers, correspondence with other department, Governor, Attorney General and citizens, legislation proposed and passed and assignments

File arranged: Alphabetically by subject

ATTACH SAMPLES OF THE FILE

Letter-size File Drawers	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Legal-size File Drawers	3		Floor Space Occupied (Square Feet)	1	1.5
			AVERAGE DAILY REFERENCES	5 or 6	2 or 3

## QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [X] [ ]  
In Uniform Division only.
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]  
Commanding Officer's & Adjutant's files has historical value.
24. REQUIREMENTS. The following requires the files to be kept permanent years:  
a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

The series provides documentation of Commanding Officer's and Adjutant's administration.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[X] CALENDAR YEAR -[ ] FISCAL YEAR -[ ] OTHER \_\_\_\_\_, then:

- [X] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [X] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(X) Concur ( ) Nonconcur

*[Signature]*  
Commanding Officer

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	2-27-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	X <i>[Signature]</i>	2-27-76
	State Auditor/Designee [ ] Approved [ ] Disapproved	<i>William M. Dixon</i>	3-11-76
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Carroll Holt</i>	3-10-76
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>Robert Shell</i>	3-12-76

STATE RECORDS  
COMMITTEE